

**Administrative Assistant - Job ID: 11474**

**Livonia, MI**

**Remove Post: August 10, 2016**

Roush supplies comprehensive, integrated development services and provides customers with support that fuses technology and engineering. From design through prototyping, testing and manufacturing, we take our customers' visions from the sketch pad to production. We're focused, efficient, and we deliver. With over 3000 employees in more than 40 facilities across the United States, and interests around the world, Roush solves customers' problems and provides significant support to the automotive, performance products, military, entertainment, alternative fuels and consumer products industries. We are focused on performance, driven by technology, and committed to our customers' success. If you're only happy when your customers are happy, we want you on our team.

Are you an Administrative Assistant looking for a dynamic company to join? Due to our steady growth, we have an immediate opening for an Administrative Assistant to join our team. The successful candidate will show initiative and function well in a fast-paced environment. **This position is located at our Livonia, MI facility.**

**Responsibilities:**

- Conserve executives' time by assuming administrative details
- Travel arrangements domestic and international, including full travel itineraries / trip sheets
- Event planning and budgeting as requested
- Work with internal and external customers on various projects as needed
- Processing department payroll (daily entry of timecards)
- Schedule meetings and maintain calendars (conference rooms and executives as directed)
- Preparing reports and financial data (expense reports)
- Greet visitors and guests
- Deliver excellent customer service and demonstrate a high degree of professionalism

**Qualifications:**

- Associates Degree in business management, communications or related field
- 3+ years of recent Administrative Assistant experience
- Proficiency in MS Office including Word, Excel and PowerPoint
- Must have experience with event planning and budgeting
- Excellent organizational skills and detail oriented
- Must be able to make travel arrangements without using an agent and be able to put together itineraries and trip sheets for executives
- Strong verbal communication skills including professional phone etiquette
- Strong written communication skills including the ability to write correspondence and respond in a professional manner as requested
- Must be flexible, willing to provide coverage in various areas as needed

**Preferred:**

- Bachelor's degree in Business Management or related field
- Experience dealing with Senior Management or Executives in an administrative capacity

To apply, please visit the Roush careers page by clicking on this link: <http://careers.roush.com>

Our benefits include: medical, dental, vision, life insurance, LTD, 401K, tuition reimbursement, paid vacation, and paid holidays.

Visit our website: [www.roush.com](http://www.roush.com)

Like us on Facebook: [www.facebook.com/RoushCareers](https://www.facebook.com/RoushCareers)

**At Roush, we are committed to maintaining an environment of Equal Opportunity and Affirmative Action. If you need a reasonable accommodation to access the information provided on this website, please contact the Recruiting Department at 734-779-7007 for further assistance.**

**EEO/AA/Veterans/Disabled**

~CB~